



# State Records Committee

Office of the State Auditor • Office of the Attorney General •  
Office of Financial Management • State Archives  
PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

## Meeting Minutes

Location:	Online via Microsoft Teams
Date:	June 4, 2025
Time:	10:00 a.m.
Members Present:	Suzanne Becker (Office of Attorney General), Al Rose (State Auditor's Office), Marie Davis (Office of Financial Management), Heather Hirotaka (State Archivist)
Staff Present:	Russell Wood (State Records Manager), Rachel Wilson, Bonnie Hood, Hannah Kolesar, Sean Reichard, Scott Sackett, Megan Shoemaker

### I. Routine Business

- a. Call to Order: Al Rose called the meeting to order at 10:00 a.m.
- b. Introduction of Committee and Staff: Members of State Records Committee, Archives staff, and State Agency representatives were introduced.
- c. Approval of April 2, 2025 Minutes: Becker moved to approve minutes as presented. Seconded by Davis.  
Resolution: Motion carried.
- d. Adoption of Today's Agenda: Davis moved to adopt agenda as presented. Seconded by Becker.  
Resolution: Motion carried.

### II. Washington State Archives Updates

#### a. Announcements from the State Archivist

State Archivist Heather Hirotaka announced an upcoming event with Secretary of State Steve Hobbs to showcase the Washington State Constitution. The public event will take place at the Spokane Public Library on September 15<sup>th</sup>, 2025. Hirotaka also announced the Eastern Regional Branch in Cheney will now include staff from the Office's Corporations & Charities division. Hirotaka spoke about the Archives' new monthly newsletter and staff appearances at the forthcoming NAGARA conference in Oklahoma City July 15<sup>th</sup>-18<sup>th</sup>. Finally, following a May 20<sup>th</sup> book launch, Hirotaka announced the publication of *New Land* through Legacy Washington. The book commemorates the 50<sup>th</sup> anniversary of Washington State's

resettlement program for Southeast Asian refugees and features stories from first-generation refugees and their descendants. Hirotaka thanked Representative My-Linh Thai for her leadership and involvement on the project.

b. Announcements from the State Records Manager

State Records Manager Russell Wood stated he is excited about the first schedule on the agenda under New Business. Wood stated the new Agricultural Commodity Commissions Records Retention Schedule will streamline the retention schedules for a host of agencies.

### III. New Business

a. Updates to Schedules Affecting More than One Agency

i. Agricultural Commodity Commissions Records Retention Schedule v.1.0

Action: Motion to approve as submitted: Davis. Seconded by Becker.

Resolution: Motion carried.

b. Updates to Agency Schedules

i. Department of Archaeology and Historic Preservation Records Retention Schedule v.1.6

Action: Motion to approve as submitted: Becker. Seconded by Davis.

Resolution: Motion carried.

### IV. Other Business – None

### V. Next Meeting – August 6, 2025

### VI. Adjournment

Action: Motion to adjourn: Becker. Seconded by Davis.

Resolution: Motion carried.

Meeting adjourned at 10:13 a.m.

### Certification of Minutes:

*I, Al Rose, Chair of the State Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the State Records Committee of the Secretary of State, Archives and Records Management Division, held online using Teams on June 4, 2025, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington and that a quorum was present.*

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Chair Signature

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Date